

6 MAY 1981

MEMORANDUM FOR: Chief, Personnel and Training Staff, OL  
Chief, Plans and Programs Staff, OL  
Chief, Procurement Management Staff, OL  
Chief, Security Staff, OL  
Chief, Logistics Services Division, OL  
Chief, Printing and Photography Division, OL  
Chief, Procurement Division, OL  
Chief, Real Estate and Construction Division, OL  
Chief, Supply Division, OL  
Chief, Budget and Fiscal Branch, OL  
Chief, Systems Analysis Branch, OL  
Chief, Records and Services Branch, OL ✓

FROM:

Executive Officer, OL

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SUBJECT: Time and Attendance Records

1. Attached is  which reflects a significant change in the certification of time and attendance (T&A) records. This notice stipulates that T&A certification must be made by the supervisor's signature on the employee's T&A report.

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2. Please make all your supervisory personnel aware of this notice and ensure their immediate compliance with the requirement.

3. All division and staff chiefs are to forward their T&A cards to the Office of the Director of Logistics (O-D/L) for certification.

4. Any questions regarding the requirement or this memorandum may be directed to the undersigned on extension

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Attachment

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